



**University of South Carolina
Capital Asset Transfer Request Form**

Date

Initializing Department

Phone Number

PeopleSoft Chartstring

Initializing Dept Head Name (Printed)

Initializing Dept Head Signature

Asset ID	Tag #	Description	Serial #	Bldg/Room# From	Bldg/Room# To

Receiving Department

Phone Number

PeopleSoft Chartstring

Receiving Dept Head Name (Printed)

Receiving Dept Head Signature

Send completed form to:
Asset Management Team, USC Controller's Office
PHYSINV@mailbox.sc.edu

University of South Carolina
Capital Asset Transfer Request Form

Instructions for the University of South Carolina Capital Asset Transfer Request Form.

1. Fill in the date form is completed.
2. Fill in the name of the department where the asset is currently assigned.
3. Fill in the phone number of the individual in the current department that is initializing this form.
4. Fill in the full chartstring where the asset is currently assigned.
5. Fill in the name of the Department Head, Dean, or Vice President with the current department that will be signing off on this transfer.
6. Obtain the signature of the Department Head, Dean, or Vice President with the current department for approval.

7. The Entire section should be completely filled out. Any column left blank will result in delay of the transfer process. The Asset Transfer Form will be returned to your department if all areas have not been filled in.
 - a. Fill in the Asset # from the inventory listing
 - b. Fill in USC Tag # listed on item
 - c. Fill in Asset Description from the inventory listing
 - d. Fill in Manufacturer Serial Number listed on item.
 - e. Fill in the room number the item was last seen/accounted.
 - f. Fill in the room number the item will be inventoried in going forward.

8. Fill in the name of the department where the asset will be assigned going forward.
9. Fill in the phone number of the individual in the new department that can confirm receipt of the asset.
4. Fill in the full chartstring where the asset will be assigned going forward.
5. Fill in the name of the Department Head, Dean, or Vice President with the new department that will be signing off on this transfer.
6. Obtain the signature of the Department Head, Dean, or Vice President with the new department for approval.

For Policy and Procedures refer to [FINA 5.00](#) (formerly BUSF 5.00)

Items that are being transferred to Consolidated Services as they are no longer useful to the department must be turned-in to the Inventory Control Warehouse, regardless of condition, using the [Inventory Form # 7 - Equipment Furniture Removal Request](#). Property may not be disposed of by the department without first going through Inventory Control.

University property may be used for official University use only. Property will not be removed from University premises except by written formal authorization from vice presidents, deans, or department heads.

Departments not complying with these Policies and Procedures are subject to Personal Liability.